

FILED: *Records*  
RETURN TO  
X-PR-PM-1  
RECORDS MANAGEMENT DIVISION  
December 23, 1954

EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF DEFENSE MOBILIZATION  
WASHINGTON 25, D. C.

PROGRAM MEMORANDUM-X-1  
December 23, 1954

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Continuity of Government  
Availability of Indispensable Records for Emergency Use

REFERENCE: Non-Military Defense Program Memorandum VI-2

1. Purpose. Non-Military Defense Program Memorandum VI-2, issued by the Office of Defense Mobilization, March 23, 1954, directed that agencies transmit to the Records Management Division, National Archives and Records Service, semi-annual reports of the status of their indispensable records programs. This memorandum defines what is meant by indispensable records and notifies all agencies of certain changes to be made in the reports to be transmitted within two weeks following December 31, 1954, and thereafter.
2. Definition of Indispensable Records. Standards for the determination of indispensable records cannot be established categorically. Plans for protection should be based on the realization that there are two categories of indispensable records:
  - a. Records vital to the essential functions of the Federal government for the duration of an emergency if this country is attacked. Such records would include those necessary to the military effort, the mobilization and protection of material and manpower resources, and the maintenance of public health, safety, and order, and those records required for the conduct of essential civil defense activities.
  - b. Records essential to the preservation of legal rights of individual citizens.

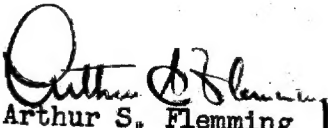
The first group must be available at the relocation area, as needed.

The second group, voluminous in some agencies, requires protection but need not be available until after a period of emergency has ended. Storage points for these records need not, therefore, be at relocation areas.
3. Required Changes in Reporting. Agency status reports on indispensable records will continue to be submitted in accordance with Non-Military Defense Program Memorandum VI-2 in the format prescribed by that directive, with the following modifications:

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- a. Each report will be complete and will supersede all previously submitted reports.
  - b. Separate reports will be submitted for each Bureau or major organizational unit of an agency unless the entire program is operated on a centralized basis; all reports for a single agency will be transmitted together.
  - c. Two additional questions have been added in section 1 of the report.
  - d. An additional question has been added as section 3 with subsequent numbers being changed accordingly.
  - e. The report need not be made on any form but should be in the format of the attached sample, with numbered side headings identical to those on the sample, spaced to permit inserting the required information immediately after the appropriate heading.
4. Effective Date. The provisions of this Memorandum are effective immediately.

  
Arthur S. Flemming  
Director

STATUS REPORT

Date 17 January 1955

Indispensable Records for Emergency Use

To: Records Management Division, National Archives and Records Service  
General Services Administration, Washington 25, D. C.

From: Central Intelligence Agency  
(Department or Agency)

(Major Bureau or Office)

1. a. Location: ☒ Special Records Repository or ☐ Key Field Office

Classified Information

(Room number, street address) (City and State)

- b. Have agency relocation officer and the security officer approved this location? Yes
- c. Have practical arrangements been completed for making the records available to agency personnel at the relocation site in case of emergency? Yes
- d. If reliance is placed on assembling duplicates now located in field offices, so indicate No. In such event officials names in paragraph 4 must be cognizant of plans.

2. Brief identification of records at each location: (Use reverse side.)

3. Has this selection of indispensable records been reviewed within the last 6 months in the light of determinations of essential functions in an emergency and of protection of legal and other rights? Yes

4. Officials authorized to make records available:

- a. In Washington (two officials cognizant of plans)

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(Name) \_\_\_\_\_  
2430 E Street, N. W. \_\_\_\_\_  
Washington, D. C. \_\_\_\_\_  
(Business address, phone number) \_\_\_\_\_  
(Home address, phone number) \_\_\_\_\_

(Name) \_\_\_\_\_  
2430 E Street, N. W. \_\_\_\_\_  
Washington, D. C. \_\_\_\_\_  
(Business address, phone number) \_\_\_\_\_  
(Home address, phone number) \_\_\_\_\_

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- b. Outside Washington (two officials at different locations cognizant of plans)

(Name) \_\_\_\_\_  
(Business address, phone number) \_\_\_\_\_  
(Home address, phone number) \_\_\_\_\_

(Name) \_\_\_\_\_  
(Business address, phone number) \_\_\_\_\_  
(Home address, phone number) \_\_\_\_\_

5. Is your agency's program in full operation and now capable of meeting emergency requirements? X Yes      No (If answer is no, indicate factors causing delay, and estimated date of readiness on reverse side.)

6. A copy of this report has been forwarded to the officials named in paragraph 4-b.

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REPORTED BY: \_\_\_\_\_

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2. Records essential for continuing Agency operations in an emergency.  
Additional information is classified.